

County Boardroom, Green County Courthouse

7:00 PM

**Members Present**

Art Carter  
Herb Hanson  
Erica Roth  
Kristi Leonard  
Jerry Guth  
Richard Thoman  
Harvey Mandel

**Others Present**

Mike Doyle  
Arianna Voegeli  
RoAnn Warden  
Delores Merrick  
Dan Williams  
Jeff Skatrud  
Brian Bucholtz

Andrea Sweeney  
Chris Narveson

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The meeting was called to order by the Chair Art Carter.

**Motion by Guth, seconded by Thoman to approve the minutes of the June 9, 2020 meeting. Motion carried.**

**Motion by Guth, seconded by Mandel to approve the Coroner's request, See Exhibit 1. Motion carried.**

Discussion took place regarding the job descriptions for the IT department. Information Technology Director to report to the Finance Committee. The Information Technology Specialist position Physical Demands summary description to be revised to light to medium weights of up to 50 lbs. **Motion by Mandel, seconded by Thoman to approve the job descriptions as amended. See Exhibit 2.1 and 2.2. Motion carried.**

The committee discussed the step increase for the Highway General Superintendent Eric Wild, see Exhibit 3. **Motion by Mandel, seconded by Roth to approve the increase to Step 6. Motion carried.**

The committee discussed the wage range for Limited Term Employees at the Highway Department, see Exhibit 3. **Motion by Leonard, seconded by Mandel to approve a range of \$12-15 per hour, retroactive to May 11. Motion carried.** An item will be added to the July Personnel agenda to discuss wage ranges for all county LTES.

The committee discussed the HR Assistant position and its current placement on the wage scale, see Exhibit 4. **Motion by Leonard, seconded by Roth to approve moving the HR Assistant position to Payroll Group 7, Grade 9 and to place the current HR Assistant, Shianne Broughton, at step 5. Motion carried.**

Public Health Director RoAnn Warden explained that she would like to offer a qualified candidate a Public Health Nurse position at Grade 5, Step 7, see Exhibit 5. The position is funded through a grant. **Motion by Hanson, seconded by Thoman to authorize the hiring of the Public Health Nurse at Grade 5, Step 7. Motion carried.**

Public Health Director RoAnn Warden requested authorization to offer up to a Grade 5, Step 3 on the Registered Nurses Pay Schedule, see Exhibit 5. The committee discussed what step other departments were authorized up to. **Motion by Guth, seconded by Hanson to allow the Public Health Director to offer up to a Grade 5, Step 4. Motion carried.**

Public Health Director RoAnn Warden requested authorization to offer a new hire candidate 5 prorated vacation days at 1 year. Candidate would receive 10 prorated days at 2 years. **Motion by Thoman,**

**seconded by Roth to approve the request for 5 prorated days of vacation at 6 months and an additional 5 prorated days of vacation at 1 year. Motion carried.**

Public Health Director RoAnn Warden requested authorization to hire additional LTE nurses or pool of nurses to be used for contract tracing, COVID vaccine administration, etc. Funding would be reimbursed with CARES funding. Positions are wages, FICA, and Worker's Comp only, no other county benefits are provided. **Motion by Hanson, seconded by Mandel to approve the request to hire LTE nurses or pool of nurses. Motion carried.**

The amended telecommunication agreement was presented, *see Exhibit 6*. **Motion by Guth, seconded by Mandel to approve the amended telecommunication agreement. Motion carried.**

Guth requested the bullet point for "Ability to work under stressful situations involving deadlines and occasionally upset customers whether in person or on the telephone" be moved under the Work Environment section on the Deputy Clerk job description and added to the Office Associate job description, *see Exhibits 7.1 and 7.2*. **Motion by Guth, seconded by Roth to approve the job descriptions with the amendments. Motion carried.**

The committee discussed the Administrative Coordinator Position. Staff was directed to define and clarify Administrative Coordinator duties with a job description. **Motion by Guth, seconded by Thoman to appoint Arianna Voegeli as the interim Administrative Coordinator at the present stipend. Motion carried.**

HR Director Delores Merrick presented changes to the Employee Handbook, *see Exhibit 8*. **Motion by Thoman, seconded by Leonard to approve the changes to the Employee Handbook as presented. Motion carried.**

Current overtime usage was distributed, *see Exhibit 9*. No action was taken.

Exit reviews were distributed, *see Exhibit 10*. No action was taken.

There were no resolutions, travel requests, or bills for approval.

**Motion by Hanson, seconded by Leonard to adjourn. Motion carried.**